

**WESTERN PINAL JUSTICE COURT  
CITY OF MARICOPA MUNICIPAL COURT**

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In re Civil Traffic Proceedings during COVID-19 Crisis.

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**It is ordered** that all court participants and visitors wear their own mask, or other face-covering, when entering the courthouse. A COVID-19 screening protocol is in place as you enter through security, which may include body temperature screening. Persons who refuse to cooperate with, or who do not pass established screening protocols, or refuse to wear a mask or face covering shall be excluded from entering the courthouse.

**Contacting the Court:** Please do not contact the court until after 14 days from the date you received the citation. *If you are a juvenile, your parent or guardian must contact the court.*

For all civil traffic proceedings, you may make your request in writing either through the mail or by email using [civiltrafficdeskwpjp@courts.az.gov](mailto:civiltrafficdeskwpjp@courts.az.gov)

*With your request, please include your date of birth, current mailing address and phone number.*

Under applicable law and rules for civil traffic offenses, defendants have the following options to resolve civil traffic cases:

1. **For moving violations only:** Request and complete defensive driving school. If you need an extension, the court will send by mail or email a six-week extension. You may complete the class online. The instructions for registering are included in the extension order.
2. **For all violations:** Enter a plea of responsible. If you cannot pay the fine in full, please request a payment plan. Payments may be made online at [www.azcourtpay.com](http://www.azcourtpay.com)
3. **For all violations:** Enter plea of not responsible and request a civil traffic hearing. The court will notify you of your hearing date. As part of your request for a hearing, please pick the type of hearing you would like to have:
  - a. Defendant may request and be present in person for the hearing under Rule 10, Arizona Rules of Court Procedure for Civil Traffic and Civil Boating Violations.
  - b. Defendant may request a telephonic hearing under Rule 10.1(d).
  - c. Defendant may request a document hearing under Rule 10.2.
4. **Payment Plans:** If you are requesting a new payment plan or to modify an existing payment plan, please specify the amount that you can pay each month, when you can start making payments, and a due date of either the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

If you have further questions about procedure, please to contact an attorney.

Dated: June 23, 2020

  
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Lyle D. Riggs, Judge